

Board of Trustees
MAINE CRIMINAL JUSTICE ACADEMY

BASIC CORRECTIONS TRAINING PROGRAM

Specification S-3

To receive a provisional Certificate of Eligibility to act as a corrections officer in the State of Maine, a candidate must complete the Basic Corrections Training Program (BCTP) within the first 12 months of their employment or be granted a training waiver by the Board of Trustees of the Maine Criminal Justice Academy. To receive a renewable Certificate of Eligibility, the corrections officer must complete field training and a period of probation. Thereafter, as a condition of continued employment as a corrections officer, the officer must satisfactorily maintain the certification.

Entrance Standards

For admission to the Basic Corrections Training Program, the applicant must:

- A. Take the MCJA ALERT Test.
- B. Complete a background investigation by their employing agency that reveals no disqualifying convictions/conduct as defined by 25 M.R.S. §2806-A.
- C. Submit to a medical evaluation by a licensed medical professional to determine if the applicant is medically suitable for training.

Admission Procedures

On behalf of the applicant, the employing agency will submit the following forms to the Maine Criminal Justice Academy at least 1-week prior to the BCTP:

- 1. MCJA Notice of Employment.
- 2. MCJA Application to attend BCTP.
- 3. MCJA Medical Form signed by a licensed medical professional.
- 4. MCJA Background Form signed and notarized.

Provisional Certification

A provisional Certificate of Eligibility to act as a corrections officer in the State of Maine will be issued to all students that:

- A. Attend a minimum of 90% of the BCTP.
- B. Attend and fully participate in all aspects of the following BCTP modules:
 - 1. Mechanics of Effective Restraint and Control
 - 2. Situational Use of Force
 - 3. Constitutional and Civil Rights, and ADA
 - 4. Basic Communications, Body Language, and IPC Skills
 - 5. Mental Health Course that complies with MSRA §2804-D.

C. Successfully pass the BCTP Certification Exam with a minimum score of 75%.

Certification

A renewable Certificate of Eligibility to act as a corrections officer in the State of Maine will be issued to:

1. Provisionally certified corrections officers that complete 80 hours of agency field training, to include all otherwise required state and agency training (e.g., emergency fire procedures, agency policy, CPR). Training must be documented on a MCJA approved form and submitted to the Academy for review prior to the end of their probationary period.
2. Corrections officers that received a BCTP Training Waiver (see MCJA Specification S-24), and that:
 - A. Complete the MCJA Board approved recertification training within one year from date of hire, or as permitted by an extension from the Board.
 - B. Pass the MCJA Board approved BCTP Certification Examination with a minimum score of 75% within one year from date of hire, or as permitted by an extension from the Board.

Recertification

To maintain a Certificate of Eligibility to act as a corrections officer in the State of Maine, a corrections officer must:

- A. Complete a Board defined 1-year probationary period that begins upon the date the Corrections Officer:
 - a. Graduates from the BCTP, or
 - b. Is granted a BCTP training waiver by the Board; and
- B. Maintain employment in this capacity and remain in good standing with the Board, per M.R.S. 25 §2806-A, regardless of job title; and
- C. Complete the annual mandatory in-service training, per 25 M.R.S. 2804-F, by December 31st of each calendar year.

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